

Process Owner
or
Personnel Assigned by
Director/Office Chief to
Control Records

START

Identify, for
each process
(DCP or DOP),
which documents
will be retained as
records
(See note 1)

Prepare/amend
the Management
System Record
Matrix DFRC 79
(maintained by
organizational
code) identifying:
-the records'
generating
process
-record title
-responsibility for
completion
-file location
-minimum
retention
period
-archive location
-archive period
-NPG 1441.1
reference
(See note 2)

Person Responsible
for Maintaining
Record
(eg Process User)

File the record in
accordance with
the directorate's
completed
Record Template
DFRC 79 until
time to archive

Ensure records
are legible and
maintain them in
their designated
file location in a
systematic
manner (eg date
order, number
sequence, as
applicable) to
allow for ease of
retrieval to and
prevent loss,
damage or
deterioration (eg
in folders,
binders, cabinets).
See Note 3

To
next page

MANAGEMENT OF MANAGEMENT SYSTEM RECORDS

Dryden Flight Research Center
DCP-X-013
Revision: D

Objectives:

- to ensure the control of DFRC business records
- to ensure compliance with Federal Laws and Regulations
- to identify and maintain records relevant to product and service quality in order to facilitate and demonstrate the effectiveness of the quality system

Electronically Approved By:
Associate Director

Note 1: Record

A record is a document (hard copy or electronic media) which provides evidence of business activities performed or results achieved. Records are normally referenced in and generated as a result of a process. Examples include inspection reports, test data, validation reports, audit and survey reports, calibration data, check sheets, minutes, logs, and appropriate contractor generated records.

The record template, DFRC 79, should contain records retained within the process as well as those passed on to another process.

A current Records Template, and External Documentation Template and training record shall be maintained by an organization for a minimum of the life of the system + 1 year, unless otherwise stated in the Records Template for that organization. Superseded Templates are not required to be retained unless otherwise specified on the Records Template.

Note : 2 Records Template Completion

Generating Process Fill in the Procedure or Policy Document Reference that generates the record, eg DCP-X-100 (use N/A if it does not exist)

Record Title Name and record / form number if it exists eg DFRC 78.

Responsibility Title / function of the person.

Location eg Room number / filing cabinet.

Retention eg 1year after completion of action.

Archive Location In accordance with DCP-F-603 requirements, fill in building / room / city as required or N/A if archive not required.

Archive
Period Follow NPG 1441.1

Electronic Media Records

Computer records shall be stored on hard disks & shall be included in the Records Template and backed up according to local requirements. The backup media shall be marked to identify the record.

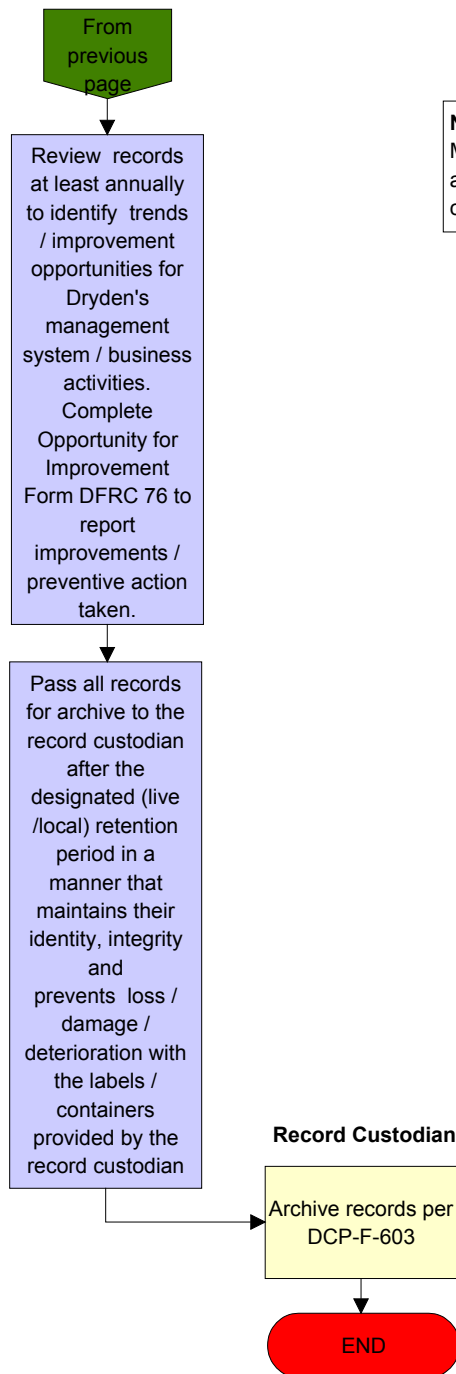
Contractor records

Pertinent contractor records shall also be referenced in the Records template.

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

**Person Responsible
for Maintaining
Record
(eg Process User)**

DCP-X-013
Revision: D



Note 3: Access to records

Management system records shall be made readily available to auditors. Records shall be made available to customers if contractually agreed.

DOCUMENT HISTORY PAGE

This page is for informational purposes and does
not need to be retained with the document.

<u>DATE APPROVED</u>	<u>ISSUE</u>	<u>PAGE</u>	<u>AMENDMENT DETAILS</u>
<u>1/25/99</u>	<u>Baseline</u>		
<u>2/02/99</u>	<u>Rev A</u>	<u>1</u>	<u>Additions made to Note 1, wording changed in second block under Process Owner.</u>
<u>3/30/99</u>	<u>Rev B</u>	<u>1</u>	<u>Added last sentence to Note 1 and modified this Document History Page.</u>
<u>4/6/99</u>	<u>Rev C</u>	<u>1</u>	<u>Added last paragraph to Note 1.</u>
<u>See IDMS Document Master List</u>	<u>Rev D</u>	<u>1</u>	<u>Modified Note 1 from Training Template to training record.</u>